App. F. IX-4

Previous References.

1943: '44
(P&S)

File No. 104-43
Serial Nos. 1 & 2

Later References.
—P&S 64-44 SS 112
R&I 61-48-1-2, 6
P&SS 6-49-1-4
P&SS-50-6-7.

PRESERVED

P.-16

GENERAL AND REVENUE SECRETARIAT

Serial Nos. Two

Part B for Aug '44

BJECT

Sanctioning 3 additional clerks on Rs 30/- each p.m & 4 Coolies on Rs 15/- each p.m. temporarily for a period of one year in the Forms Branch, Govt Press, Bhopal.

G.O no M 627-9/P.H 104-43-2 & 24.7.44

Sanction

Z

The Secy. F.P.C
The Supdt - G.P,
The Comptroller T.D

MMGpM6
10/8

Re: additional staffs required for the working of Forms section of the Govt. Central Press.

~~Situation Sheet.~~ P45. File No. _____ Current No. of 1943-44 Page. 1.

2467/M.

Letter No. P.C. 1015 S.7.6.44 from the Secy Press Committee requesting, in the circumstances explained therein, sanction for entertaining in Forms section of the Govt Press 3 more clerks Rs 30/- each & 4 more packers coolies on Rs 15/- ea so that the normal work of this section may be discharged satisfactorily. - _____

1) In file bearing diary no 491 it was proposed to sanction among other matters clerks on Rs 30/- & 4 packers on Rs 15/- temporarily for one year on account of the reported increase of work & inadequacy of staffs in the several ministerial sections of the Central Press including the Forms Branch. Draft p.c. has already been issued separately for orders in this connection _____ 2) Now the Secy S.P.C. states that the work in the Forms Section has enormously increased & the staff is found to be inadequate to cope with the work. After going through the report of the Secy S.P.C. for the reorganisation of the staff of the Forms Section involving in an extra expenditure of Rs 4000/- per annum, the Committee S.P.C. resolved that sanction of Govt may be sought for 3 clerks on Rs 30/- & 4 packers on Rs 15/- for one yr. & the position be reviewed at the end of the year. _____

_____ 3) The extra costs for the additional staffs now asked for & recommended by the committee for one year works out to Rs 1800/- which may, perhaps be met out of the savings

6467/M. Re: additional staffs required for working the Homes Branch of the Central Press.

Continuation Sheet. 915 File No. / Current No. of 434 Page. 2

Rs. 26000/- secured on account of standardisation - Forms as suggested by the Secy. G.P.C.

The proposals of the Secy. G.P.C. made 23/6/44 = A" supra in the P. & D. may be sanctioned for 2 years.

24/6/44 The proposals of the Secretary may be sanctioned for a period of one year, with effect from

Gen Secy) - Home 24/6/44

The Committee have examined the question in great detail and are satisfied that the increased staff recommended is absolutely necessary if the work is to go on smoothly and efficiently. The recommendation of the committee may be sanctioned. The cost will be met from the savings of ~~[illegible]~~ Depts which are expected to accrue during the year as a result of standardisation.

Mr Edn Thro' Secy - 26/6 Home

VV 28/6/44

28/6 Home

FINANCIAL BRANCH 674 27 JUN 1944 GOVT

OFFICE OF THE MINISTER FOR EDUCATION Dated 28/6/44 No. 850

For 28/6

28/6 Home

Subd. with a draft G.O. for approval —

lbh 15/7/44
Cs

6467/M

Gen Dept)
on leave

15/7

A delay of 15 days in posting up this office may cause certain party to think have been avoided

16/7

725/176

H.Cm.305

13 JULY 1944
GEN. & P.A. SECTT.

Secy: has agreed. Prefix and fair

Subd.

24/7/44

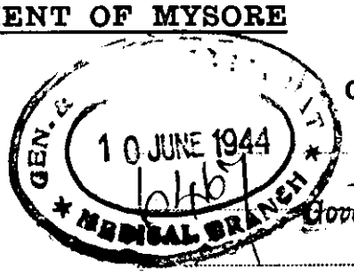
Issued. G.O. no H 627-9/P.H. dt 24.7.'44. to meet W.P., mel spr, sanctions 3 addl clerks on Rs 30/- each p.m. & 4 counters on Rs 15/- each p.m. temporarily for a period of one year in the Forms Branch, Govt Press.

S(2):

lbh 9/8/44

GOVERNMENT OF MYSORE

Telegraphic Address



OFFICE OF

Secretary,
Government Press Committee,
Bangalore.

No. P.C.1015
Encls. Three

Date 5th June 1944.

To

The Secretary to Government,
General Department, Bangalore.

PS 104-43-1

Sir,

Sub:- Additional Staff required for the Forms Branch of the Government Press.

* * * * * *

I have the honour to state that the Secretary, Press Committee, who is also the Superintendent, Government Press, brought to the notice of the Members, during their meeting held on 1-2-1944 that the work in the Forms Branch has enormously increased as a result of the introduction of the New Forms Rules and the effective internal check arranged for by the Superintendent with a view to secure efficiency in its working, correct and timely despatch of the forms and a close watch over the daily operations in progress, such as, Composing, Printing, Binding, Proof-reading, etc. In order to achieve this end, he has also introduced some new registers and forms relating to both the administrative and accounts details, i.e., daily progress reports, weekly progress reports, register of indents received, progress register, etc. After hearing the Secretary and also discussing the subject at length, the Committee resolved that the Special Accounts Officer of the Press Committee be directed to examine the administrative and the account details of the section so as to ascertain the extent of increase in the work of the Forms Branch and the minimum establishment needed to cope with the increased work. Accordingly the Special Accounts Officer examined the working of the Forms Branch and submitted his report to the Committee during their meeting held on 2-5-1944. The recommendations of the Special Accounts Officer in brief are as noted hereunder:-

1. To re-organise the Forms Branch into Two sections, viz., (Forms Control Section and the Central Despatching Section,) under

P.T.O.

the supervision of a Head Clerk and a Head Despatcher, respectively.

2. To convert the post of a Clerk to that of a Head Despatcher.

3. To convert the post of another Clerk to that of a Works Order Foreman, since the preparation of the Work Docket (~~an estimate~~ Work order with est) requires the Technical knowledge in printing and composing, etc.

4. To convert the appointments on Rs.20/- into those on a progressive salary, viz., Rs.25-1-30.

5. To increase the number of Store Clerks from 1 to 2 and those of Literate Counters and Packers from 8 to 12.

6. To provide 2 more hands for attending to the consolidating of indents, etc.

After going through the subject and also the report submitted by the Special Accounts Officer, the Press Committee resolved that Government be requested to sanction 3 more Clerks on Rs.30/- each and 4 more Counters on Rs.15/- each for a period of One year, the position being reviewed and reported upon at the end of the above period. A copy of the note placed before the Committee, a copy of the report submitted by the Special Accounts Officer and a copy of the resolution passed in this connection, are herewith submitted for the kind information of Government.

Under the circumstances stated above, I request that sanction of Government may kindly be obtained very early for entertaining at the Gr P 3 more clerks on Rs.30/- and 4 more counters on Rs.15/-, so that the normal work of the Forms Section may be discharged satisfactorily. It is seen that there are heavy arrears and avoidable delays in issuing orders for printing forms and despatching them when ready to the various departments of Government, who are bitterly complaining regarding non-receipt of forms and registers, &c.

I request the favour of very early sanction in the matter.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary,
Press Committee. 7/6/44

MK: DRS.

Subject:- Additional strength required for the Forms Branch of the Government Press.

* * * * * *

As directed by the Government Press Committee in their resolution dated 1st February 1944, the Special Accounts Officer has submitted his report on the increase in the work of the Forms Branch and the minimum establishment required to cope with the increased work. His recommendations in brief are as follows:-

1. The work in the Forms Branch may be divided into two main divisions, viz., (Forms Control Proper) under the supervision of the Head Clerk, (Central Despatching Section) under the direct supervision of the Head Despatcher.

2. Two more hands for attending to the consolidating of the indents may be provided for reasons stated in para 5(a) in his report.

3. To increase the number of Store Clerks from 1 to 2, vide reasons mentioned in para 5(b).

4. To increase the number of Literate Counters and Packers and Carriers (~~Literate Counters~~ from 8 to 12) for reasons explained in para 6.

5. To increase the pay of the Forms Head Clerk from 45-3-60 to 55-5/2-75, vide reasons mentioned in para 9.

6. To convert the post of a clerk on Rs.30-1-35 to provide for the post of a Head Despatcher on Rs.40-2-50, vide reasons stated in para 7.

7. To convert the post of a clerk on Rs.20/- to that of a Work Order Foreman on Rs.35-2-45, vide para 8.

8. To increase the initial pay of the other clerks from ~~xix~~ fixed 20 to that of a progressive one on 25-1-30 vide para 10.

9. The net effect of the above will result in a monthly increase of Rs.331/- or an annual increase of Rs.3972/- or Rs.4,000/-, which as he proposes can be met out of the recurring savings of Rs.26,000/- reported to Government as a result of the standardisation work during the current year only, without taking into account similar recurring savings achieved to an extent of more than Rs.50,000/- during the three previous years on the same account.

Secretary,
Press Committee.
26/4/44

Bangalore,
Dated 26th April 1944.

DNK:DRS.

Subject:- Additional strength required for the Forms Branch of the Government Press.

The Superintendent, Government Printing, who is also the Secretary, Government Press Committee represented to the latte during their meeting held on 1-2-1944 that the establishment o the Forms Branch, as now forthcoming, is very inadequate and t the New Forms Rules ordered to be given effect to in Government order No.A.F.6321-4/[illegible] dated 15th May 1942 have had the effect of increasing the work of the Forms Branch further more. Consequently the present staff requires to be reinforced by 5 more Clarks and 4 more Counters and Packers. The Committee after hearing the Secretary, resolved that the Special Accounts of the Press Committee be directed to examine the work in the Forms Branch and submit a report on the extent of increase and the minimum additional staff needed to cope with the increased work.

2. As directed above, the work in the Forms Branch was examined in detail. A close scrutiny of the work done by each clerk revealed that what the Forms Branch needs is not only an increased staff but also an effective re-organisation. To give effect to the New Forms Rules, the Superintendent, Government Printing has introduced an internal check which is sure to work satisfactorily if additional help is afforded. A brief explanation of the working of the Forms Branch prior to the introduction of the internal check and thereafter may perhaps lead to a better understanding of the subject.

3. Formerly, the supplies were made by the Government Press, on the basis of a standing list, but no information was forthcoming whether all or some or none of them were supplied to the department and consequently complaints regarding the essential forms not being supplied were very frequent. To attend to such complaints some clerks of the Government Press and some of the Stationery Depot were drafted and this small staff formed the nucleus of a separate Forms Branch. It is not also ascertainable, if the work orders

were issued by competent authorities and whether they were really executed or not. In short, the work in the then Forms Branch was very irregular and was also in no way controlled. In order to put an end to such irregular working, the Superintendent, Government Printing introduced sufficient internal check by prescribing certain new registers and daily and monthly returns such as Progress register, Daily Register of Receipts of forms, Daily Register of Issues and daily and monthly returns, pending statement of Work Dockets, Week pending returns, etc. The work connected with these new register and returns and the one connected with the New Forms Rules, such as calling for indents in the prescribed time, checking of the indent and despatching the supplies according to the scheduled programme, etc., involved enormous additional work which the present staff is found incapable of coping with the increase without sufficient additional help. For the reasons stated above, a correct idea of work done previously in the Forms Branch could not be formed and therefore a tabular statement comparing the previous work of the Forms Branch with the present one could not be prepared and placed on the table. The additional staff proposed is, therefore, to give effect to the :

(1) Administrative control and the internal check ordered by the Superintendent.

(2) New Forms Rules ordered by Government to ensure timely and full supplies to the department according to the "Cycle of Indents" approved by them.

4. With a view to introduce the above improvements, the Superintendent, has proposed to divide the work of the Forms Branch under the following five divisions:- (1) Supervision; (2) Work (3) Indent Section, (4) Invoice Section, (5) Despatching Section dividing the work under two main divisions as "Office Proper" (Control Section) and "Central Despatching Section" appears to be more work solution. The existing staff under these two main heads has been allocated and in juxtra position the proposed staff also has been noted together with the extra cost involved (vide statement "A") enclosed.

in other words, an estimate requires technical knowledge of the Printing, Binding, Numbering, Proof-reading training, etc., in addition to the kind and the quantity of the materials required for completing the work satisfactorily. The salary which the Foremen of other branches are drawing is proposed.

9. Regarding the Head Clerk's post the same salary which his collegue in the Central Book Depot has been proposed to draw is suggested.

10. In respect of the other Clerks the increase of Rs.5/- proposed in the initial salary is due to give them a living wage in these hard days and also to be in conformity with the one allowed to the clerks of the other departments. The yearly increment up to Rs.30/- is an inducement to good work.

11. The total extra expenditure involved as a result of the above proposals works out to about Rs.4,30/- per annum which can be met very easily out of the recurring savings of about Rs.26,000/ secured as a result of the standardisation work during the current year only, vide note regarding the continuation of the Press Committe Staff.

12. The increase proposed in the present establishment is the minimum required to make the Forms Branch work efficiently [illegible]rectly to ensure timely and fully supplies to the consuming [illegible]ts. The complaints from the departments have already been very few and with the above improvements they are expected to reduce themselves to nil. As against 5 more clerks 4 more Counters proposed by the Superintendent, 3 more Clerks and 4 more Counters are recommend

Bangalore,
Dated 27th April 1944.

Special Accounts Officer,
Press Committee.

DRAWINGS.

STATEMENT "A".

Tabular statement showing the present and proposed Staff of the Forms Branch, Government Press, with the involved extra cost.

Present.			Proposed.			Extra staff with cost.		Total	
No.	Designation.	Salary.	Average cost per month	No.	Designation.	Salary.	Average cost per month	No. Designation.	Total Average cost per month	Total Extra cost per annum	Remar
					OFFICE PROPER CONTROL SECTION.						
1	Forms Head Clerk.	45-3-60	46-4-0	1	Forms Head Clerk.	50-5/2-75	66-0-0	-- Nil.		19-12-0	
1	Clerk	25-1-30	28-12-0	1	Clerk	25-1-30	28-12-0	-- Nil		Nil.	
1	Indent Clerk.	20	20	3	Indent Clerks	25-1-30	86- 4-0	2 Indent Clerks	66- 4-0		
1	Clerk (W.D.)	20	20	1	Work Docket clerk.	25-1-30	28-12-0	-- Nil.		8-12-0	
1	Receipt Clerk & Record-keeper.	20	20	1	Receipt Clerk & Record-keeper	25-1-30	28-12-0	-- Nil.		8-12-0	
1	Issue Clerk	20	20	1	Issue Clerk	25-1-30	28-12-0	-- Nil.		8-12-0	
1	Typist.	20	20	1	Typist	30-1-35	33-12-0	-- Nil		13-12-0	
1	Stores Clerk	20	20	2	Stores Clerks	25-1-30	57- 8-0	1 Stores Clerk	37- 8-0		
1	Bill Clerk	20	20	1	Bill Clerk	25-1-30	28-12-0	-- Nil		8-12-0	
1	Clerk	20	20	1	Work Order Foreman.	35-2-45	42- 8-0	-- Nil		22- 8-0	

Statement "A" (Continued)

Present. No.	Designation.	Salary.	Average cost per month.	Proposed. No.	Designation.	Salary.	Average cost per month.	Extra staff with cost. No.	Designation.	Total Average cost per month	Total extra cost per annum.	Rema
					CENTRAL DESPATCHING SECTION.							
1	Clerk	30-1-35	33-12-0	1	Head Despatcher.	40-2-50	47- 8-0	--	Nil	13-12-0		
3	Invoice Clerks	22	66)	5	Invoice Clerks.	25-1-30	143-12-0	--	Nil	39-12-0		
3	Invoice Clerks	20	60)									
8	Packers and Carriers.	2 on 13 2 on 15 2 on 11 2 on 12	100	5 7	Literate Counters. Packers and Carriers.	15-1-20 12-1-15	93-12-0 91- 0-0	4	Counters and Packers.	82-12-0		
			474-12-0				805-12-0			331-0-0	3,972-0-0	

Bangalore,
Dated 27th April 1944.

Special Accounts Officer,
Press Committee.

DNK:DHS.

Resolution No.8, passed in the meeting of the Government Press Committee held on 2nd May 1944.

* * * *

8. After going through the note of the Secretary, and also the report of the Special Accounts Officer the Committee resolved that Government be requested to sanction 3 additional clerks on Rs.30/- each and 4 Counters on Rs.15/- each temporarily for a period of one year, the position being reviewed and reported upon at the end of the above period.

* * * *

"Extract"

Secretary,
Press Committee.

DRS.

G. R. S. App. F VI—G. 2]

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

General and Revenue Secretariat.

( )

the *194*

Date of issue 24/7/44 194

Signed by Mr. M. R Rao

Section. P.J.

File No. 104-43

Serial No. 2

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read— (1) Letter No. PC. 1015 of 7.6.4

from the Secy. Govt. Press Committee

~~submitting for approval the follo~~

~~re selection of the Govt. Press Committ~~

~~regarding the additional Staff~~

required to Cope

~~with the wo~~

~~work in the Forms Branch of the~~

~~Central Press, Bangalore.~~

~~Order thereon. No.~~

" ~~After going through the note~~

~~of the Secy and also the report of the~~

~~Special Accounts officer the Committ~~

~~resolved that~~ Govt. be requested to

sanction 3 additional clerks

on Rs 30/- each & 4 packers coolies

on Rs 15/- each temporarily for

a period of one year, the position

Speaking to the report that the work of the Govt Press in the Forms Branch has enormously increased as a result of the introduction of the new forms rules & the practice in certain check arrangements for with a view to secure efficiency & speedy working, correct & timely dispatch of forms & a close watch over the daily operations in the Branch & stating that after going through the note & the report submitted by the Special Accounts Officer, the Press Committee resolved that

May this be

(i) printed?

(ii) treated as a Standing Order?

(iii) published in the Gazette, English Part?

(iv) circulated?

(v) placed at the disposal of the Press?

(vi) published in the Gazette, Kannada Part?

of revenue upon at the

of the above period. I regret this Secretariat

Govt. for the entertaining the staff recommended by

the Press Committee as normal work. The forces Secretariat

Order thereon 17627-9 dated 24/7/44 may be discharged as soon as possible

Govt. are pleased to approve the Secretariat

resolution of the Govt. Press committee. The

will be met from the savings

the Govt. which are expected to

occur during the year as a re-

sult of standardisation

Secl. Secy. to Govt

CS 15/7/44.

To

The Secy. G. P. C.

" Supdt. Govt. Printing

" Comptroller to Govt. (thro' T.D

List of Enclosures

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